



## SCOIL MHUIRE CODE OF BEHAVIOUR

This code has been developed in partnership with the Board of Management, Staff, Students and Parents/Guardians. It is hoped that adherence to this code will allow each student to achieve to their full potential during their time in Scoil Mhuire as described in our Mission Statement which states:

*Scoil Mhuire seeks to provide a quality education for all its students in a challenging and positive environment.*

*We are committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised.*

We, in Scoil Mhuire, would like each student to be happy at school and to benefit fully from their post primary education. High standards of behaviour are expected to protect the values we seek to uphold. Each student can make a positive contribution to the Catholic ethos in our school by observing these high standards.

### **Purpose of the Code of Behaviour:**

Students are more likely to benefit from their education and be happy in a structured, caring environment where high standards of behaviour are expected and adhered to.

The Code of Behaviour expresses the standards of behaviour and relationships that create a positive environment for teaching and learning. It describes the behaviour expected of all members of the school community. These standards:

- ✓ Provide clarity for students about the school's high expectations for their behaviour.
- ✓ Set goals for students that guides them in moving towards mature and appropriate behaviour.
- ✓ Serve as a practical tool for teaching and learning.

### **Roles and Responsibilities:**

#### **Board of Management:**

- The Board of Management manages the school on behalf of the Patron (CEIST) and for the benefit of students and their parents/guardians.
- The Board has overall responsibility for the preparation of the Code of Behaviour.
- the Board has particular responsibility for the school ethos, as well as overall responsibility for school policies.

**Principal:**

- Principal has overall responsibility for the implementation of the Code of Behaviour and the promotion of good behaviour within the school.
- Principal endeavours to create an environment where teachers can teach to their potential and students can learn to their potential.

**Deputy Principals:**

- Deputy Principals assist the Principal and support staff in the implementation of the Code of Behaviour.
- Deputy Principals liaise with the Principal, other staff members, parents/guardians, and relevant external agencies to support student behaviour, when necessary.

**Year Heads:**

- Year Heads have overall responsibility for a year group while maintaining an orderly, secure, and healthy learning environment in a manner that demonstrates equality, fairness, and justice.
- Year Heads communicate the guiding vision for the school and lead its realisation.
- Year Heads promote a culture of improvement and foster a commitment to inclusion, equality of opportunity and the holistic development of each student.
- Year Heads build and maintain relationships with parents/guardians, respond to the evolving needs of the school community and to changes in education.

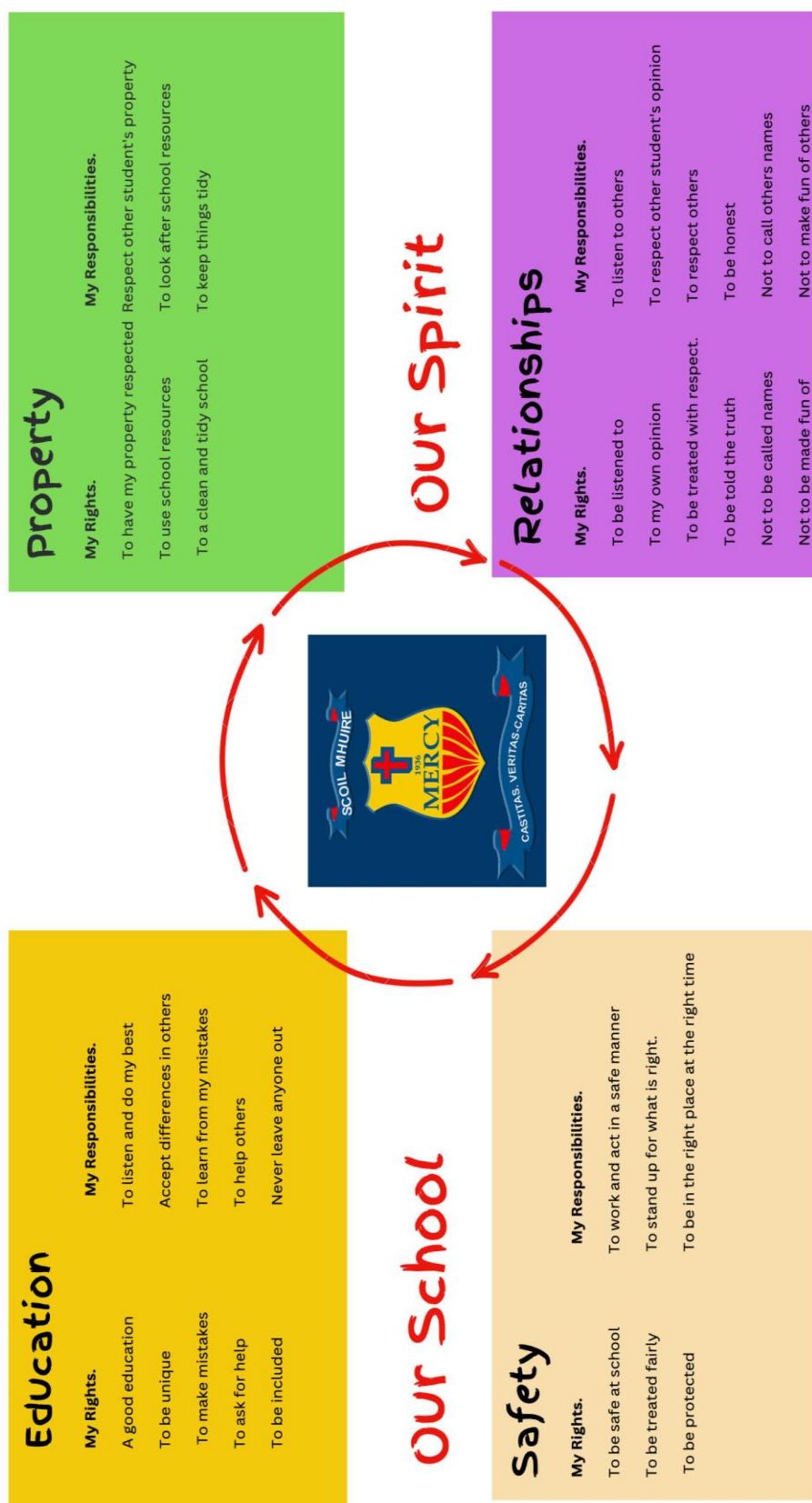
**Class Teachers:**

- Class teachers create a positive learning environment in their classrooms.
- Class teachers use their professional expertise to guide students in their behaviour and learning.
- Class teachers support students to reach their full potential in each subject.
- Class teachers support and implement the Code of Behaviour.

**Parents/Guardians:**

- Parents/guardians work in partnership with the staff of the school to support the holistic education of their child and the achievement of their full potential.
- Parents/guardians support the implementation of the Code of Behaviour.

## Vision for Relationships and Behaviour for Students



## **Attendance Procedures**

- Roll Call is recorded electronically every morning by the form teacher at 08:49 and registration after lunch by the subject teacher.
- Staff record attendance electronically every period throughout the day.
- Medical/Bereavement/Holiday explanation absentee notes are available to all staff.
- Form teachers stamp/sign absentee notes on return and amend electronically. They follow up on any reasons for absence omitted and communicate where needed to the Year Head.
- Students are responsible for presenting absent notes signed by parent/guardian to the form teacher.
- Students arriving late or leaving early must report to the main office.
- The Year Head monitors weekly attendance, liaising with the form teachers.
- The Deputy Principal monitors attendance of all students, liaising with relevant Year Heads.
- The Deputy Principal communicates 12 days absenteeism in writing to parents/guardians in any one school year.
- The Deputy Principal has responsibility to report 20-day absences to TUSLA and parents/guardians.
- The Deputy Principal processes holiday request applications.
- Permission to leave school during school hours must be sought from Deputy Principal between 8:25-8:45 a.m. with written note from parent/guardian in the journal. Permission to leave is recorded by Deputy Principal on VSware and parent/guardian can enter the school to sign their child out.
- Should a student need to leave the school during school hours unexpectedly, permission to do so must be sought from Deputy Principal and is recorded on VSware.
- Academic reports include lateness and absences from school.

## **Roles and responsibilities of Scoil Mhuire**

- Whole school approach to encourage good attendance.
- Attendance roll call is taken by the form teacher daily at 8:49 a.m. and recorded electronically.
- Class attendance recorded at the start of each lesson by subject teacher electronically.
- Lateness: Late arrivals and early departures are recorded electronically on VSware by Deputy Principal/Administration staff.
- Counselling services, Care Team, Year Head Team, and any other necessary partners devise ways to support students in good attendance.

## **Roles and responsibilities of Parents/Guardians**

As the primary educators, parents/guardians have a responsibility to ensure that their children attend school unless there is an unavoidable and legitimate reason for their absence.

There is a great deal which parents/guardians can do to support the regular and punctual attendance of their child.

Parents/guardians should:

- Check and sign Student Journal at least once a week as it is the main method of communication between school and home.
- Ensure all home contact details are up to date.
- Take an active interest in their child's school life and work.
- Monitor VShare/letters/emails/text messages from school regarding their child.
- Attend parent/guardian evenings and other school events.
- Ensure that their child arrives at school on time each day, dressed in full school uniform and fit to learn.
- Ensure that their child does not arrive in school sleep deficient.
- Ensure that their child completes her homework.
- **Make all appointments for their child outside of school hours where possible.**
- **Avoid booking holidays during the school term.**
- Ensure that their child only misses school for reasons which are unavoidable, e.g. illness.
- Always notify the school as soon as possible - preferably on the first morning of any absence and confirm this in writing in the journal on return to school.
- Be aware that exams/assessments will not be rescheduled if they are missed.
- Contact the school if they are concerned that their child may be reluctant to attend.
- Avoid collecting their child from school during school hours, unless pre-arranged as this causes significant disruption to teaching and learning.
- Be aware that students who are late for school miss out on valuable teaching and learning.

## **Roles and responsibilities of Students**

Each student has a personal responsibility to attend school each day and be punctual.

### **Rationale:**

- Regular class attendance is essential for learning and for academic progress.
- Being late for class causes disruption to the class already in progress.
- The school has a duty of care for the students during the school day.

## Rewards

Students who achieve full attendance are acknowledged and rewarded.

## LEAVING SCHOOL PREMISES DURING SCHOOL HOURS

- Students may not leave the school grounds during school hours without permission.
- 6<sup>th</sup> Year students may leave the school grounds during lunch break (1.11 – 1.45pm).
- Permission is granted for students to participate in P.E. activities which take place offsite during the school day.
- Parental permission is required for all other off-site school activities.

## Rationale

- The school has a duty of care for all students during the school day.
- Parents/guardians need to be made aware of all school activities that their child is participating in.
- The safety and wellbeing of all students is the priority in Scoil Mhuire.

## Illness

- If a student is very unwell and needs to go home, they must report to the Principal/Deputy Principal and seek permission to contact home.
- The parent/guardian will then be contacted and arrangements made for the student to be collected. This will be recorded on VShare.
- Students should **not contact home without permission of Principal/Deputy Principals.**

## Rationale

- The Deputy Principals/Principal once made aware of an illness can contact home and provide the necessary care until a parent/guardian is available to collect their child.

## EXPECTED BEHAVIOUR IN SCHOOL BUILDING AND ON SCHOOL GROUNDS

Respect is a core value in Scoil Mhuire. All members of the school community are expected to show respect to each other at all times – to treat others as they would like to be treated themselves.

- We seek to maintain a safe environment for all in Scoil Mhuire. Any behaviour that threatens this safe environment will not be tolerated. Bullying will be dealt with decisively, in accordance with our **Anti-Bullying Policy**. We actively encourage any student who feels threatened to report the matter immediately to any member of staff.

- School will close to all students a half an hour after the final class period with the exception of those doing after school study, extracurricular activities or for educational purposes.
- It is important that people should be able to move around the school easily. Students should not cause obstruction by congregating on corridors or stairs. This is essential in ensuring that Scoil Mhuire remains a “Wheelchair Friendly School”.
- Students should ensure that their property does not cause an obstruction.
- All movement to and from classes should be conducted in a mannerly way without excessive noise and running. Students are asked to follow the ‘One-Way’ system.
- Students who need to use the lift in the event of injury or disability must seek permission from their Form Teacher/Year Head/Deputy Principal or Principal.
- Each student is expected to tidy their desk and its surrounds at the end of each class period/breaktime/lunchtime.
- **Chewing gum** is not permitted anywhere on the school premises.

#### **Rationale**

- A clean and safe school provides a positive structure and an environment conducive to learning.
- Personal belongings are the responsibility of the individual.
- Scoil Mhuire is a “Wheelchair Friendly School”. Obstructing doorways and corridors hinder/prevents movement.

#### **Mobile Phones/Electronic Devices**

The Scoil Mhuire Policy on Mobile Phones is available below and on the school website.

- Mobile Phones must be switched off and kept out of sight while on school campus, unless specifically authorised by a teacher for educational purposes.
- The possible misuse of **picture/camera mobile phones** is an issue of concern to Scoil Mhuire. Any student who misuses a picture/camera phone will be subject to severe sanction and the matter may be referred to the Board of Management.
- Students will leave their mobile phones on their desk or the teacher’s desk when leaving the room to go to the toilet.
- In some circumstances, a student will be asked to leave their phones in the school office for the duration of the school day.

- Parents/guardians who need to contact students in the case of **emergency** must do so through the school office at 046 94 31439.
- Personal electronic devices are not to be used on the school premises during school hours.
- Scoil Mhuire cannot accept responsibility for the loss or theft of any personal electronic devices.
- Please note that a confiscated phone/ personal electronic device is kept for a minimum of 24 hours and can be collected by the student from the school office.
- Students who have been granted access to Assistive Technology for educational purposes must sign an agreement to use the technology appropriately.

#### **Rationale**

- Mobile phones and electronic devices can cause distraction.
- Inappropriate use of technology and recording on undisclosed devices such as mobile phones is an invasion of privacy and can cause major upset.
- The use of mobile phones without teacher supervision on school property can facilitate bullying.

#### **Smoking/Vaping**

Smoking/vaping is prohibited in the school building and school grounds in accordance with government legislation. (See Anti-Smoking Policy)

#### **Possession and or consumption of alcohol and the possession and or use of drugs**

The **possession and or consumption of alcohol** and **the possession and or use of drugs** by students on the school premises, in school uniform, on school trips and/or while representing the school is absolutely forbidden. Breach of this regulation will normally be referred to the Board of Management and/or Gardaí and may possibly lead to expulsion from the school. The school will follow the procedures laid out in its Policy on Substance Abuse.

#### **Rationale**

- In accordance with government legislation
- These substances are addictive and can have serious health implications.

## **USE OF LOCKERS**

Lockers are provided for the convenience of students to help them organise on a day-to-day basis. They can be used to minimise the weight of schoolbags. It is expected that students will use the lockers responsibly and take good care of them.

- Students are encouraged to buy a good quality lock (35-38ml).
- It is the student's responsibility to be prepared for every class.
- Students are permitted to visit their locker at the following times:
  - Before the start of the school day
  - During break-time
  - During lunch-time
  - At the conclusion of the final class of the day.
- Students who misplace a locker key should report to the Deputy Principal's office between 8.25 and 8.45am to arrange for the Caretaker to have the lock cut. This will be recorded in the student's journal by the Deputy Principal. It is the students responsibility to replace the lock.
- Lockers should be cleared of any edibles or drinks at the end of each school day.
- Non-school materials may not be kept in lockers.
- School Management can request access to student lockers.
- Each student is responsible for the locker that has been assigned to them. Any damage to the locker must be reported to the Year Head by the end of the day. Parents/guardians will be responsible for the cost of repairs to lockers damaged by their child.
- It is each student's responsibility to ensure their locker is locked at all times.
- A student may never under any circumstances interfere with another student's locker.
- Lockers must be cleaned/emptied at the end of each academic year.

## **Rationale**

- Lockers can only be accessed at the allocated times as the form class will be in use and requesting access outside of the times would cause disruption to the class using the room.
- A good lock provides security for schoolbooks and materials.
- Leaving perishable foods in a locker is unhygienic, can cause strong odours and mould to grow if not kept cleaned.
- Being organised will prevent students from being late for class and avoids disruption.
- Learning cannot take place without the relevant books or materials.

## **HOMEWORK/STUDY/CLASSROOM BEHAVIOUR**

- Co-operation with staff, prefects and fellow students is essential in creating a positive classroom environment. Behaviour which is disrespectful and un-cooperative will not be tolerated.
- Students must have the necessary textbooks and materials for class.
- Homework assignments should be recorded in the journal at the end of each class.

- Students should complete their class work and homework, both oral and written to the best of their ability.
- Students are expected to adhere to the guidelines for the completion of projects and work assigned by the teacher.
- A student must use the desk and chair allocated by the teacher.

### **Rationale**

- Scoil Mhuire promotes kindness, mutual respect, and personal responsibility.
- A positive manner, attitude and work ethic creates a place which allows everyone to contribute in class and is inclusive of the opinions of others.
- Mutual respect is part of community living.
- Co-operation in class allows for effective teaching and learning to take place.
- Homework is an integral part of school life and reinforces classwork.
- Homework and projects allow students to work to deadlines and also to practice independent learning.
- Homework helps students to focus on areas requiring further work.
- Revision is essential for maximum performance in examinations.
- Homework is a means of communication between home and school.

### **HOME/SCHOOL COMMUNICATION**

- The School Journal and VShare are important sources of communication between school and home. Parents/guardians are asked to check and sign Student Journal on a regular basis – at least once a week.
- End of term and other reports as well as the annual Parent/Teacher meeting inform parents/guardians of general progress.
- Parents/guardians must notify the school of any changes in their family circumstances e.g. home addresses, e mail addresses, phone numbers to maintain accurate school records.
- Parents/guardians will be notified by VShare/letters/emails/text messages of any upcoming school events and/or changes to school calendar.
- We encourage parents/guardians to inform the school of instances of **Infectious Illness** (we assure all parents/guardians of absolute confidentiality regarding disclosure of sensitive health information). Parents/guardians will be informed of any outbreak of notifiable diseases within the school.

### **Rationale**

- It is important that parent/guardian sign the journal weekly to monitor their child's progress and behaviour.
- Attendance at annual Parent/Teacher meetings provides valuable feedback on a student's learning and progress.
- Inaccurate address/phone numbers can cause issues should the school need to contact home in case of any emergencies or illness.

## Personal Appearance

The Scoil Mhuire uniform promotes the equality of all students and promotes a sense of pride in the school community.

Full school uniform is obligatory and must be worn to and from school, during school hours and at school functions, school trips, events, in-house and state examinations.

P.E. uniform to be worn on the day(s) that P.E. is on the timetable.

It is essential that students maintain a high standard of personal appearance when wearing the school uniform.

## School Uniform

- V Neck Navy Jumper for Juniors
- V Neck Light Blue Jumper for Seniors
- White Blouse with open revers collar.
- Pleated Plaid Uniform Skirt **or** Pinstripe Navy Trousers.
  - Navy/Black polishable flat school shoes or Navy/Black polishable flat short ankle boots. The following types of shoes runners, ballet or canvas are not acceptable.
- Black, Navy or Neutral/White plain socks or tights must be worn
- Uniform School Jacket with Crest

## P.E. Uniform

- Navy school crested tracksuit bottoms
- Red school crested polo shirt
- Red school crested hoodie
  - Supportive sports runners - No Converse/Airforce/Vans as they are not sufficiently supportive

## **All items of uniform listed are compulsory.**

Please note that students should ensure their name is on all items of uniform eg. jumper & jacket.

For practical classes students must wear protective clothing (eg apron, protective glasses etc) as directed by the teacher.

The school uniform is available from Ted Murtagh's of Haggard Street and Peter Canning Clothing of Emmet street Trim.

## **Please note:**

- Students are required to pay particular attention to personal appearance and cleanliness and to the neatness of their uniform, books, lockers and schoolbags.
- If a student comes to school without their correct uniform a **note of explanation must be provided** from home.

- Items of uniform must be replaced when outgrown or worn out. Substitution of nonuniform items, or the wearing of worn out or ill-fitting uniform will not be accepted.
- The school skirt must be below knee length.
- A white t-shirt may be worn beneath the school blouse.
- Items of clothing which do not form part of the uniform will be confiscated.
- Students are expected to come to school and return home in school uniform, obeying all the uniform rules including the wearing of school shoes.

### **Jewellery**

- Students are asked to minimise the wearing of jewellery.
  - No expensive jewellery should be worn to school as students will be asked to remove items of jewellery for P.E. and Home Economics for Health and Safety reasons.
  - Students may wear small discreet stud style earrings. No bar type earrings are allowed. (hoop earrings that hug the lobe are acceptable).
  - Facial piercings are not allowed with the exception of a small, clear nose stud.
- The clear nose studs must be removed for P.E. classes.

### **Make-up / Hair**

- Students are expected to be neat and well-groomed in appearance.
- The wearing of make-up of any kind is not permissible, with the exception of minimal level of mascara.
- False nails and false eyelashes are not allowed.
- Hairstyles should be neat and tidy. Extreme hairstyles and unnatural hair colouring are forbidden. School management reserves the right to decide whether a particular hairstyle is acceptable or not. Home will be notified immediately in the event of breach of this rule.
- The wearing of head coverings will be discussed on an individual basis with parents/guardians, on request.

The school expects full co-operation from parents/guardians in ensuring their child is in correct uniform at all times.

Please note that: **The school is the final arbiter with regard to personal appearance.**

### **Rationale**

- The uniform represents the students respect for themselves, the school, and others.
- The uniform promotes the equality of all students.
- The uniform promotes a sense of pride and belonging in the school community.

- Dangly earrings and facial piercings can pose a safety risk. A clear stud is subtle, is not immediately visible and is not a distraction to others when compared to a metal one.
- False nails are a health and safety hazard.
- False eyelashes and makeup facilitate peer pressure.

### **Rewards**

The importance of rewarding positive behaviour is recognised and methods of encouraging it include the following:

- Verbal praise and acknowledgement
- Display of work
- School outings
- Written comments in Student Journal
- Public affirmation over the intercom, at assemblies, on school social media platforms and local newspaper.
- Leadership roles within the school
- End of year awards

### **Inappropriate Behaviour**

Students are expected to comply with the Code of Behaviour and contribute positively to the school environment. On occasion, they may fall short of expected behaviour. When dealing with inappropriate behaviour students are given every chance and opportunity to address this behaviour and to learn from their mistakes.

The objective of a sanction is to help the student to learn and to bring about a change in behaviour by:

- Helping students to learn that their behaviour is unacceptable.
- Helping them to recognise the effect of their actions and behaviour on others.
- Helping students to understand that they have choices about their own behaviour and that all choices have consequences.
- Helping students to learn to take responsibility for their behaviour.

A sanction may also reinforce the boundaries set out in the Code of Behaviour and signal to other members of the school community that their wellbeing is being protected.

### **Possible sanctions as a result of inappropriate behaviour:**

- Student is corrected stating that the behaviour is inappropriate – verbal warning.
- Teacher records incident in the student journal.
- Student is asked to move seats in the classroom.
- Student is put on report.
- Lunchtime Detention
- Parents/Guardians contacted through journal, phone call.
- Meeting with Parents/Guardians

- Referral to Guidance Counsellor
- Apology given where appropriate.
- Withdrawal of school privileges e.g., sports competitions, school tours etc

In some instances of more serious breaches of school standards, sanctions may be needed to prevent serious disruption of teaching and learning and to keep the student or other members of the school community safe.

## **Suspensions**

Students who do not comply with the Code of Behaviour despite interventions may be placed on **Internal Suspension** or **External Suspension**.

**Internal Suspension** involves the student being removed from normal timetabled classes and supervised with work for the period of the suspension (including break and lunch time).

Major violations may result in immediate suspension, either internal or external depending on the nature of the violation.

### **Major Violations Include:**

- Absenting oneself from class/school without permission
- Violent behaviour
- Aggressive behaviour
- Intimidation
- Malicious damage to property
- Stealing
- Verbal abuse
- Inappropriate use of technology
- Direct refusal to obey instructions
- Possession and or consumption of alcohol
- Possession and or use of illegal substances
- Smoking in the school building or school grounds
- Vaping in the school building or school grounds
- Abusive or disparaging comments about Scoil Mhuire, its staff on Social Media or otherwise.

**This list is not exhaustive and the school reserves the right to impose sanctions for other violations which it considers serious.**

**External Suspension** involves the student being out of school for the period of the suspension. Parents/Guardians have a right to appeal an external suspension.

The Board of Management formally delegate the authority to suspend a student to the Principal.

### **Procedures in respect of suspension**

- The student is informed of the precise grounds that have given rise to a possible suspension and given the opportunity to respond before a decision to suspend is made.
- A proposal to expel a student requires serious grounds such as that:
- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to safety.
- The student is responsible for serious damage to property.

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, the school authorities have tried a series of other interventions and believe they have exhausted all possibilities for changing the student's behaviour.

### **`Automatic` expulsion**

A Board of Management may decide, as part of the school's policy on sanctions, and following the consultation process with the Principal, parents/guardians, teachers and students, that particular named behaviours incur expulsion as a sanction. However, a general decision to impose expulsion for named behaviours does not remove the duty to follow due process and fair procedures.

### **Expulsion for a first offence**

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code could include:

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault

### **Procedures in respect of expulsion**

Schools are required by law to follow fair procedures as well as procedures prescribed under the Education (Welfare) Act 2000, when proposing to expel a student (see 10.3 and 10.4 for information about fair procedures). Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

#### **Step 1: A detailed investigation carried out under the direction of the Principal.**

In investigating an allegation, in line with fair procedures, the Principal:

- Informs the student and their parents/guardians about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion.

- Gives parents/guardians and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

## **Step 2: A recommendation to the Board of Management by the Principal**

Where the Principal forms the view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion.

The Principal will:

- Inform the parents/guardians and the student that the Board of Management is being asked to consider expulsion.
- Ensure that parents/guardians have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- Provide the Board of Management with the same comprehensive records as are given to parents/guardians.
- Notify the parents/guardians of the date of the hearing by the Board of Management and invite them to that hearing.
- Advise the parents/guardians that they can make a written and oral submission to the Board of Management
- Ensure that parents/guardians have enough notice to allow them to prepare for the hearing.

## **Step 3: Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing**

The Board will review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures. The Board should undertake its own review of all documentation and the circumstances of the case. It should ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations. Where a Board of Management decides to consider expelling a student, it will hold a hearing where the Principal and the parents/guardians, or a student aged eighteen years or over, put their case to the Board in each other's presence. Each party should be allowed to question the evidence of the other party directly.

After both sides have been heard, the Board should ensure that the Principal and parents/guardians are not present for the Board's deliberations.

## **Step 4: Board of Management deliberations and actions following the hearing.**

Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion. The Board will inform the parents/guardians in writing about its conclusions and the next steps in the process and that the Education Welfare Officer has been informed.

## **Step 5: Consultations arranged by the Educational Welfare Officer**

The Principal will make all reasonable efforts to participate in consultations and meetings arranged by the Education Officer within the twenty days after notification of intention to expel.

#### **Step 6: Confirmation of the decision to expel.**

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel. Parents/guardians will be notified immediately that the expulsion will now proceed. Parents/guardians and the student will be told about the right to appeal and supplied with the standard form on which to lodge an appeal.

#### **Appeals**

Parents/guardians or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Science (Education Act 1998 section 29). An appeal may also be brought by the National Educational Welfare Board on behalf of a student.

**Note:** Parents/Guardians and students are asked to note that it is not possible to detail every regulation governing one's behaviour at school. Each student is accepted into the school on the understanding that they comply with the school regulations as detailed in the journal and school policies.

**The above school regulations apply when students are in school uniform and/or representing the school. They apply to all students irrespective of age.**

**I accept the school's Code of Behaviour and all school policies (available on the school website) and I will support the school in upholding the standards set therein.**

**Parent/Guardian Signature 1:** \_\_\_\_\_

**Parent/Guardian Signature 2:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                                               |                     |              |                |
|-----------------------------------------------|---------------------|--------------|----------------|
| <b>Signed:*</b>                               | <i>Sandra Doyle</i> | <b>Date:</b> | <i>10/9/20</i> |
| <i>Chairperson of the board of management</i> |                     |              |                |

|                                                       |                        |              |                 |
|-------------------------------------------------------|------------------------|--------------|-----------------|
| <b>Signed:*</b>                                       | <i>David McCosmack</i> | <b>Date:</b> | <i>10/09/20</i> |
| <i>Principal/Secretary to the board of management</i> |                        |              |                 |